



**INSTRUCTIONAL MEMORANDUMS  
To County Engineers**

To	County Engineers	Date	February 2002
From	Office of Local Systems	IM No.	3.03
Subject	Project Development Outline – Local Funding (L)		

The purpose of this I.M. is to list the steps required to develop a project that only uses local funds. If federal funds will be used for any phase of a locally funded project, steps II and III in I.M. [3.01](#) must also be followed, in addition to those steps listed here. For example, a phased roadway project may use local funds to grade (the first phase) and within a few years, uses federal funds to pave (the second phase). In this example, the grading phase, even though it does not use federal funds, must follow the federal aid procedures in I.M. 3.01 noted above.

For details to complete any particular step, see the referenced I.M. or [Project Development Information Packet](#) (Packet) documents.

- I. **Budget and Program Project.** Include the project in the Secondary Road Budget and the County Five Year Program, as developed through the Transportation Program Management System (TPMS). There is no I.M. on this procedure. Instructions are issued annually.
  
- II. **Check/Final Plans.** [15-16 weeks before the letting if let at the Iowa Department of Transportation (Iowa DOT), not required if let locally] Submit prints of final plans, complete with all bid items and notes, according to the requirements in the [Critical Path Memo](#) issued annually. Refer to I.M. [3.23](#) (for roadway projects) or I.M. [3.24](#) (for bridge projects). Also refer to Index No. 8 and [Chart No. 10](#) of the Packet for the plan review process, checklist and guidelines.
  
- III. **Official Letting Plans.** [12 weeks before letting if let at the Iowa DOT, schedule varies if let locally] Submit to the Iowa DOT’s appropriate District Office according to the Critical Path memo issued annually. Refer to the documents listed in Step II above.
  
- IV. **Right-of-Way/Relocation Assistance.** [Project Development Certification due 10 weeks before letting if let at the Iowa DOT, not required if let locally] If federal funds will be used on a later project phase, FHWA Environmental Concurrence must be received from the Iowa DOT’s Office of Environmental Services before right of way is acquired. Refer to I.M.s [3.31](#), [3.32](#), and [3.39](#). Also refer to “[Project Development Certification Instructions](#)” in Index No. 8 and [Chart No. 11](#) of the Packet.
  
- V. **Letting.** Projects may be let at the Iowa DOT or let locally. For local lettings, refer to I.M. [3.41](#) and I.M. [3.43](#). For Iowa DOT lettings, refer to I.M. [3.44](#), [Chart No. 12](#) and [Chart No. 13](#) of the Packet.